



Minutes of the Full Governing Body Meeting of Lady Margaret School

**Date/time: 7th October 2020,
6.00pm**

Present:	Mr Philip Bladen, Chair Ms Elisabeth Stevenson, Headteacher Mr Justin Bairamian (attended remotely) Mrs Marianne Coates Mr James Ewins Mr William Hunter (attended remotely) Mrs Arabella MacIntyre Mr Nigel Parker	Mrs Sarah Peart Ms Jane Reed (attended remotely) Miss Vithya Premkumar Revd Penny Seabrook (attended remotely) Mr Paul Sloan Mr Philip Thomas (attended remotely) Mrs Nicky Thomson Miss Charlotte Walton Mrs Tania Weithers	In attendance:	Mrs Wendy Gainham, Clerk to Governors Ms Nicola Lupton, Deputy Headteacher Mrs Sarah Webber, Deputy Headteacher
-----------------	--	--	-----------------------	---

Ms Elisabeth Stevenson opened the meeting with a prayer at 6.00pm

Agenda Item	Action	By whom	By when
<p>1. Apologies for absence</p> <p>1.1 Apologies had been received from Mr Richard Wormell. Permission for absence was granted.</p>			
<p>2. Election of Chair of the Governing Body for 2020-2021</p> <p>2.1 The Clerk had requested nominations for the position of Chair of the Governing Body by 14th September 2020.</p> <p>2.2 The Clerk confirmed the meeting was quorate and that one nomination had been received for Mr Philip Bladen.</p> <p>2.3 In the absence of any other nominations, the Clerk confirmed Mr Philip Bladen was the elected Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2021-22 academic year.</p>			
<p>3. Election of Vice Chair of the Governing Body for 2020-2021</p>			

Signed..... Date.....
Chair of committee

Agenda Item	Action	By whom	By when
<p>3.1 The Clerk had requested nominations for the position of Vice Chair of the Governing Body by 14th September 2020.</p> <p>3.2 The Clerk confirmed that one nomination had been received for Mr Justin Bairamian.</p> <p>3.3 In the absence of any other nominations, the Clerk confirmed Mr Justin Bairamian was the elected Vice Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2021-222 academic year.</p>			
<p>4. Election of Deputy Vice Chair of the Governing Body for 2020-2021</p> <p>4.1 The Clerk had requested nominations for the position of Deputy Vice Chair of the Governing Body by 14th September 2020.</p> <p>4.2 The Clerk confirmed that 2 nominations had been received for Mrs Sarah Peart.</p> <p>4.3 In the absence of any other nominations, the Clerk confirmed Mrs Sarah Peart was the elected Deputy Vice Chair of Lady Margaret School Governing Body for a period of one year, until the first Full Governing Body meeting of the 2021-22 academic year.</p>			
<p>5. Welcome and Introductions</p> <p>5.1 The Chair welcomed all those present and in attendance. Some Governors were attending remotely via Zoom.</p> <p>5.2 He reminded governors that it had been his intention to retire from his position as governor and Chair of Governors at Lady Margaret School in July 2020, however in light of the current circumstances, he felt it would be helpful to continue in his role for the next academic year.</p> <p>5.3 He was very happy to do so (his main reason for stepping down had been that he did not feel it was in an organisations' best interests for a chair to serve more than two terms).</p> <p>5.4 The Chair thanked the governors for their continued confidence in him.</p>			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>6. Membership of the Governing Body</p> <p>6.1 An up-to-date List of Governors had been sent with the agenda.</p> <p>6.2 The Chair advised that there were currently two staff governor vacancies.</p> <p>6.3 He noted that current Staff Governor, Miss Charlotte Walton, would not be standing again, however as a member of the Senior Leadership Team she was welcome to attend future meetings where required.</p> <p>6.4 On behalf of the Governing Body he wished to thank Miss Walton for everything she had done in her role as Staff Governor.</p> <p>6.5 The Chair noted that current Staff Governor, Mrs Tania Weithers, would stand again along with two other candidates.</p> <p>6.6 The Chair advised that there was also a Parent Governor vacancy and nominations had closed on 6th October 2020. There were 4 candidates, 2 of whom were Year 12 parents, one Year 11 parent and one Year 7 parent.</p> <p>6.7 The ballot for the Parent Governor election was due to close on Wednesday 21st October and votes would be counted after half term.</p>			
<p>7. Declaration of Governors' Interests</p> <p>7.1 The Clerk circulated the Governors' Register of Business and Pecuniary Interests document and requested that Governors declared any interests which were specific to the meeting.</p> <p>7.2 The Clerk asked those Governors who were attending remotely to declare any interests pertaining to this meeting. No interests were declared.</p> <p>7.3 The Clerk also tabled two Related Parties declaration forms, one pertaining to the year ending 31st August 2020 which was required for auditing purposes, and the other</p>			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
<p>pertaining to the year ahead, ending 31st August 2021. Governors were asked to complete both forms and declare any relevant interests.</p> <p><i>Mr William Hunter joined the meeting remotely at 6.15pm</i></p>			
<p>8. Governors' Code of Conduct</p> <p>8.1 The Governors' Code of Conduct for 2020-2021 had been sent with the agenda.</p> <p>8.2 The Chair explained that this document had been updated, however there were no material changes.</p> <p>8.3 Governors adopted the new version.</p>	Publish the updated Governors' Code of Conduct	Clerk	asap
<p>9. Membership of Committees and Review of Scheme of Delegation</p> <p>9.1 The Membership of Committees 2020-2021 document had been sent with the agenda.</p> <p>9.2 The Chair confirmed that there had been no amendments to committee membership for this academic year as yet.</p> <p>9.3 The Chair would review this over the next couple of months before the next Full Governing Body meeting and would speak to the current chairs of committees.</p>	Review committee membership and speak with current chairs of committees	Chair	By 16/12/20
<p>10. Minutes of the meeting held on 15th July 2020</p> <p>10.1 The draft minutes of the meeting held on 15th July 2020 had been sent with the agenda and were agreed to be an accurate record subject to the following amendment:</p> <ul style="list-style-type: none"> • Page 3, 5.12 – Ms Jane Reed and Mr Richard Wormell had agreed to serve for a further 1-2 years. <p>10.2 One copy was amended by hand and signed by the Chair.</p>			

Agenda Item	Action	By whom	By when
<p>11. Matters arising not covered elsewhere on the agenda</p> <p>11.1 There were no matters arising.</p>			
<p>12. Report by the Headteacher</p> <p>12.1 The Headteacher's Report to the Governors September 2020 had been sent with the agenda.</p> <p>12.2 The Headteacher advised that the school had been fully reopened for 5 full weeks and was very pleased to confirm that there had been no positive cases of coronavirus within the school community so far.</p> <p>12.3 This had meant that all students had been fully educated on site since the start of term.</p> <p>12.4 The Headteacher ran through various examples of how the school had adapted its routines and events to the restrictions in place, for example the School Birthday celebrations.</p> <p>12.5 Staffing was very stable this term and the Headteacher was delighted with a number of new appointments.</p> <p>12.6 Revd Helena Whittaker had joined as School Chaplain, Mr Bruccoleri as Head of Mathematics, and Miss Kruse as Head of PE and Wellbeing. There were also two new teaching staff in the RS Department.</p> <p>12.7 The Headteacher's Report featured a photograph of the new Senior Order on the front cover. This year's Senior Order had unfortunately not had the usual opportunities to get involved in school events during the summer term. The Headteacher was nevertheless very proud of the Senior Order who had been very supportive of each other. They had just completed a film which would be used for this year's online Year 7 induction.</p>			

Agenda Item	Action	By whom	By when
12.8 Governors noted that the Headteacher's Report provided details of the arrangements which had been put in place for the start of term as well as plans for the year.			
12.9 The School Development Plan had been updated to reflect the current circumstances. The main focus was now on re-establishing the school community, developing the work which had been carried out up until March 2020 and keeping going during the academic year.			
12.10 Staff were coping very well with the new arrangements. Year Groups remained in separate bubbles with staff moving around the school rather than students.			
12.11 The Headteacher wished to record her thanks to the staff team for the way they had adapted to the new arrangements.			
12.12 The Headteacher reported that many schools she was in contact with had experienced cases of coronavirus, however schools were managing to avoid sending whole year groups home at a time; seating plans facilitated the identification of students who needed to be sent home.			
12.13 There had been a number of staff and students who had been required to self-isolate, either because they, or a member of their household had COVID-19 symptoms and were awaiting a test or test results.			
12.14 Governors noted the school had been given a small number of tests and had been able to place an order for a further supply. So far these had been used for staff who had not been able to access testing.			
12.15 The cover implications were significant, however so far this had been managed in-house.			
12.16 Staff had been advised at the start of term that this would be safer than having agency staff coming into school.			
12.17 The Headteacher wished to thank Cover Manager, Mr Breadon for his work in managing cover so far this term.	Pass on thanks to MB	Clerk	asap

Agenda Item	Action	By whom	By when
12.18 The Headteacher felt that staff and students were glad to be back at school.			
12.19 The Headteacher had tried to maintain a sense of community during lockdown by emailing all staff and students on a daily basis.			
12.20 In addition, the Head of RS, Mrs Harvey, had sent links to students for resources to support mental health.			
12.21 The Headteacher reminded governors that before lockdown the school had been working closely with Mind, as one of a small number of schools involved in a project with different focus groups. Many of the projects were about to get started just before lockdown.			
12.22 This year Mind had sent the school various resources to distribute across the school which the Headteacher hoped would support students.			
12.23 During lockdown a number of Heads of Year had delivered assemblies over Zoom and a considerable amount of student mentoring, particularly for the Sixth Form, had taken place over Zoom.			
12.24 Students would continue to receive support from a trainee Counsellor this term.			
12.25 An effective referral system had been put in place to enable students to speak with Revd Helena Whittaker.			
12.26 Staff had attended a CPD programme for the first two days of term which included a session on supporting students through trauma. In addition, pastoral teams had had the opportunity to discuss how to provide effective support for students.			
12.27 The school's KS3 Pupil Premium Co-ordinator, Miss Dodwell, had also sent students resources during lockdown.			
12.28 The Headteacher therefore felt the school had done what it could to support students during lockdown and so far this term.			
12.29 The Year Group bubbles had also created a sense of community within year groups.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.30 The Chair was aware of concerns regarding pastoral care which had been raised by a parent with a Parent Governor during lockdown.			
12.31 The Chair reminded governors of the correct channels for raising concerns; if parents had a particular issue they should firstly try to resolve this through the school rather than through governors.			
12.32 The Chair was confident that the school was doing as much as it could to support students pastorally on their return after lockdown and this particular case should not detract from that.			
12.33 The Headteacher was of the view that the measures put in place following the whole school risk assessment for the full reopening of school were working effectively.			
12.34 Governors asked whether staff had been required to carry out extra lunch duties due to the new measures.			
12.35 The Headteacher confirmed that the Senior Leadership Team was managing lunchtimes.			
12.36 The Headteacher drew governors' attention to the responses from the RS and History Departments to the Black Lives Matter campaign on pages 3 and 4 of the Headteacher's Report.			
12.37 This was an issue which had shaken the whole school community over the summer and many students had been very involved and were rightly concerned.			
12.38 One of the results of the campaign was a focus on the curriculum in school to ensure that it was fully inclusive.			
12.39 The Headteacher wished to thank Mrs Harvey and Ms Foulds for their contribution to her report and felt that it reflected the work the school was doing to ensure the curriculum was inclusive.	Pass on thanks to AH and KF	Clerk	Asap
12.40 The Chair advised that Mr James Ewins had raised the issue of inequality at the start of lockdown.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.41 Mr Ewins had been really impressed by the work of the RS and History departments, and asked whether other areas of the curriculum were being reviewed eg Music and English.			
12.42 The Headteacher acknowledged that the school's response to the Black Lives Matter campaign should be cross-curricular and what had been included in her report reflected the starting point. She advised that this had been discussed with Senior Order today.			
12.43 Deputy Headteacher Curriculum, Ms Nicola Lupton, who line managed Music and English, confirmed that discussions were ongoing in both those departments, as well as elsewhere in the school.			
12.44 The Chair also believed governors had a role to play in this area, ie to encourage the school to review other areas. He acknowledged there was some diversity within the governing body.			
12.45 Mr Ewins asked whether any subconscious bias training had been offered to staff.			
12.46 The Headteacher advised that this had not yet been offered, however agreed that the school did need to source appropriate training.	Consider appropriate subconscious bias training for staff and governors	HT	
12.47 The Chair suggested that this training could cover areas such as recruitment, ie not just the classroom context. It might also be useful for Governors to attend this training where relevant.			
12.48 Governors asked how many black and ethnic minority students attended the school.			
12.49 The Clerk had provided these statistics to Mr James Ewins in the summer and he believed it was approximately 26% (compared with 8% staff and 10% governors) therefore there was a disparity between students and teachers and governors.			
12.50 Referring to page 4 and appendix 1 of her report, the Headteacher advised that the School Development Plan had been re-written. Some strategies had been amended due to the pandemic, however the main aims remained the same.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.51 The School Development Plan would go to the Curriculum Committee for scrutiny in November.			
12.52 Referring to the Staffing Update section on page 5 of her report and the Line Management diagram at Appendix 2, the Headteacher advised that the school was currently fully staffed. The line management structure remained the same as the previous year in order to provide stability.			
12.53 Referring to the Performance Management section of her report on page 5, the Headteacher confirmed that the school had started the new Performance Management cycle for the year ahead.			
12.54 The Headteacher then referred governors to the exam results sections on pages 5 and 6 of her report.			
12.55 The Headteacher reminded Governors that both sets of results were Centre Assessed Grades and were an excellent set of results.			
12.56 She felt it was important that students and staff felt proud of these results; staff had worked very hard on the centre assessed grades which had been calculated from a solid evidence base. The Headteacher stood by all of those grades which in her view represented two years' of hard work.			
12.57 Deputy Headteacher Pupil Progress took governors through both sets of results.			
12.58 The GCSE headline results had been summarised on page 5 of the report and in appendices 4 and 5.			
12.59 Appendix 4 was a snapshot of the school's performance against national figures and showed very strong performance across all traditional measures.			
12.60 Page 21 of Appendix 5 contained a standard 3 year trend by subject.			
12.61 A strategic overview was provided on page on page 11 and on page 13 the gap dashboard illustrated the disadvantaged gap had narrowed.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.62	Governors noted a one year summary on page 17 which illustrated how subjects had contributed to value added performance had those been a normal set of results.		
12.63	Governors queried the D&T results; Art and Design had achieved an average score. The Deputy Headteacher Pupil Progress explained that nationally it was much harder in subjects such as Drama and Art where the numbers of students taking those subjects had fallen dramatically due to the impact of EBAC, to achieve top grades and also much more challenging with the reformed specification. For this reason, these subjects tended to have a wider spread of grades and one student could make a big difference.		
12.64	Governors noted that a 4 or 5 was still a reasonable grade for that subject.		
12.65	The Deputy Headteacher Pupil Progress advised that the Art Department had approached the CAG process very carefully.		
12.66	Assistant Headteacher and Director of Sixth Form took Governors through the A Level results. Governors were referred to the headline figures on page 6 of the Headteacher's Report.		
12.67	A rigorous process had been put in place which had followed a portfolio approach. This had ensured that lots of checks had been made in terms of grades being submitted to the exam boards.		
12.68	Unlike many schools nationally, this school had not experienced a change in grades resulting from the government's algorithm and students had still managed to get places at the universities of their choice, including 3 students at Oxford.		
12.69	Appendix 7 contained a list of destinations. Governors noted some students had gone overseas to study.		
12.70	Referring to the subject raw results on page 6 of the Headteacher's report, the Assistant Headteacher Director of Sixth Form reminded governors to take into account cohort numbers when looking at grades; a single student could impact results quite significantly where class sizes were small.		

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.71	Governors also noted the historical trend information on page 8 of the Headteacher's report.		
12.72	Governors asked what a T score was.		
12.73	The Assistant Headteacher Director of Sixth Form explained this took into account the minimum expected grades and performance against these, ie quality indicators. There were scores for a single year and a 3 year trend which was aggregated. Governors might recall that last year there was a bit of a dip in ALPS, however this year the score had improved which put the school in the top 10% of schools.		
12.74	The Assistant Headteacher Director of Sixth Form then summarised Sixth Form recruitment referring to page 8 of the report.		
12.75	It had been a challenge to maintain contact with Year 11 students; a Year 11 transition Google classroom had been set up which included transition work and resources with the aim of keeping Year 11 students engaged about staying on in Sixth Form.		
12.76	The lockdown and cancellation of exams had been an anti-climax for students who had been deprived of the ability to prove themselves. Mental health resources had therefore been made available.		
12.77	Year 11 internal students had been given access to Unifrog in order to support them in planning for their chosen pathways.		
12.78	The school had also introduced a digital platform called Applicaa to facilitate Sixth Form recruitment. The Assistant Headteacher Director of Sixth Form was able to keep in contact with internal and external students during the summer through this platform. One to one communications could be recorded.		
12.79	This was particularly important as the Year 11 transition day had been cancelled.		
12.80	Applicaa assisted the school in retaining its own students and welcoming external students.		

Agenda Item	Action	By whom	By when
12.81 The school had aimed to recruit 100 students into Year 12, but had in fact recruited 104 students, compared with 82 last year. A couple of students would re-start Year 12.			
12.82 The split between internal and external students was 69.2 % vs 30.8%. English was the most popular subject followed by Psychology and Maths.			
12.83 The destinations of Year 11 students who had not stayed on at LMS were detailed on page 10.			
12.84 Overall the Assistant Headteacher Director of Sixth Form was really pleased with Year 12 who were settling in well.			
12.85 The Chair congratulated Miss Walton on the significant increase in Sixth Form numbers which equated to an increase in funding of approximately £100k.			
12.86 Governors asked whether the increase in numbers was partially due to inflated grades. Miss Walton agreed, explaining that the school was more confident about the internal students. She reported that a small number of students were borderline.			
12.87 She would be working very closely with the Acting Head of Year 12 this year to monitor students who had joined LMS from elsewhere.			
12.88 Progress tests would be held during the 2 nd week after half term. These were important as the school had less information and/or confidence in some of the Centre Assessed Grades from other schools.			
12.89 The Assistant Headteacher Director of Sixth Form would stress the need for differentiating in the classroom as there would be a wider range of abilities in some larger subject groups.			
12.90 Governors acknowledged that classes would be larger.			
12.91 The Headteacher drew governors' attention to the pastoral support and safeguarding sections of her report on page 12.			
12.92 Deputy Headteacher Curriculum, Ms Nicola Lupton, took governors through the report on CPD on pages 13 – 15 of the Headteacher's Report.			

Signed.....
Chair of committee

Date.....

Agenda Item	Action	By whom	By when
12.93 Two CPD days had taken place at the start of term which had allowed staff to spend time together as a team to ensure the school was ready to welcome students back in a positive and organised way.			
12.94 The first day had been based around teaching and learning; some topics from last year, eg metacognition, had been revisited and there was a session on Loom training (a software package used to record presentations).			
12.95 The second CPD day had a pastoral focus.			
12.96 Last year the excellent work of the R&D groups had been interrupted, however this would now continue.			
12.97 All teaching staff were completing Google Educator Level 1 training with a view to increasing confidence in this area should staff be required to teach remotely again.			
12.98 6 NQTs had joined the school this term and were doing very well, however, as they had missed out on part of their second placement due to lockdown, the school would put extra support in place.			
12.99 The Middle Leadership Team programme was back up and running with a focus on data.			
12.100 Last year extensive teaching and learning work around Sixth Form provision had taken place and this had been revised for the current year.			
12.101 The first set of book looks had covered Sixth Form folders and had shown a very significant improvement from this time last year in terms of organisation of content.			
12.102 Lesson observations were underway.			
12.103 The Zoom interviews which had taken place during lockdown had resulted in some excellent appointments.			
12.104 Referring to the Google Educator Level 1 training and taking into account expectations set out by the government, Governors asked whether the school felt ready to provide			

Agenda Item	Action	By whom	By when
<p>online learning again if required to do so, and was there any support the Governing Body could provide?</p> <p>12.105 The Deputy Headteacher Curriculum advised that Google classroom was in common use across the school now and teaching staff had engaged with it. Other than an overhaul of the school's IT infrastructure, she did not feel any support was required.</p> <p>12.106 The Chair acknowledged that it would be difficult for teaching staff to teach in person and provide online support to students who were self-isolating at home.</p> <p>12.107 Governors asked whether teachers who were self-isolating would be required to teach from home.</p> <p>12.108 The Deputy Headteacher Curriculum explained that they could be asked to complete alternative tasks such as preparing lesson resources.</p> <p>12.109 The Headteacher wished to thank SLT for their contributions.</p> <p>12.110 Governors noted the update on wellbeing at the end of the Headteacher's report.</p> <p>12.111 The Headteacher was pleased to report that the school had been able to run several extra-curricular activities, eg Year 7 drama club, Year 8 netball plus separate choirs for each year group.</p>			
<p>13. Report by the Chair</p> <p>13.1 The Chair wished to thank the Headteacher and SLT for all the work they had carried out during and after lockdown.</p> <p>13.2 He also wished to thank Mr William Hunter, Chair of the Staffing & General Purposes Committee, for his input into the review of the COVID risk assessment which had taken place the day before school had reopened.</p> <p>13.3 The Chair reported that a teachers' pay award had been agreed over the summer, which was higher than expected.</p> <p>13.4 It had not yet been confirmed whether this would be funded by the government.</p>			

Agenda Item	Action	By whom	By when
13.5 The recommendations would go to the Staffing & General Purposes committee in October.			
14. Communications 14.1 The Clerk had recently distributed the headline points from the NGA survey. Governors noted that finance was at the top of every school's agenda.			
15. Reports from Committees and Working Parties 15.1 Admissions Committee – refer to confidential section 15.2 Staffing and General Purposes Committee – the draft minutes of the meeting held on 2 nd September 2020 had been sent with the agenda.			
16. Governor Training & Development 16.1 Governors had not attended any training since the start of lockdown. 16.2 The Chair advised that the LDBS was currently running its governor training online. 16.3 The Clerk would email governors details of the bi-borough and LDBS training schedules.	Email bi-borough and LDBS training schedules to FGB	Clerk	asap
17. Risk Register 17.1 The Risk Register had recently been updated by the Bursar and a copy had been sent with the agenda.			

Agenda Item	Action	By whom	By when
<p>17.2 The Chair reminded governors that each Committee was required to review their own areas of responsibility throughout the year and report any issues to the Full Governing Body.</p> <p>17.3 Governors agreed to proceed on that basis.</p>			
<p>18. Any Other Business</p> <p>18.1 There was no other urgent business.</p>			
<p>19. Dates of Forthcoming Meetings</p> <p>19.1 The meeting calendar for the next academic year had been sent with the agenda. Governors noted the date of the next meeting (and AGM) which was 16th December 2020 at 6.00pm.</p>			

The meeting closed at 7.30pm

Signed.....
Chair of committee

Date.....